

VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

BOARD OF EDUCATION MEETINGS - TYPES, AGENDAS, PROCEDURES AND MINUTES

POLICY 9400

TYPES OF MEETINGS

I. ANNUAL REORGANIZATION MEETING

Time and Place of Meeting

The Board of Education recognizes its obligation to hold an annual reorganizational meeting. The purpose of such meeting shall be to elect officers of the Board of Education and make the appointments and designations necessary for the proper management of the School District during the school year. The Board of Education shall also perform such annual functions as designated by law.

The Annual Reorganization meeting of the Board of Education shall be held on the first Tuesday in July of each year (unless it is a legal holiday in which event it shall be held on the first Wednesday in July) except in any year in which the Board of Education, in order to assure maximum attendance by the trustees, by resolution determines to hold said reorganization Meeting on another date during the first twenty (20) days of July.

Notice of time and place of the meeting shall be given to the public in advance of the meeting.

Call to Order and Election of Officers

The annual reorganization meeting shall be called to order by the District Clerk, or in their absence, by counsel for the School District, who shall preside until the election of a new president. The newly elected president shall then take the chair and conduct the remainder of the meeting.

There shall be two officers of the Board of Education, a President and a Vice President.

Oath of Office

The Oath of Office shall be administered to the re-elected and new members of the Board of Education by the District Clerk or in their absence, by counsel for the School District, immediately after the meeting is called to order.

Order of Business

The meeting shall proceed as outlined by the Annual Reorganization Meeting agenda and the Board of Education will transact all business required to be transacted at the Reorganization Meeting in accordance with the laws of the State of New York.

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II. WORK SESSIONS AND BUSINESS MEETINGS

Work session and business meetings of the Board of Education will be held as scheduled and adopted at the annual reorganization meeting. By majority vote of the Board of Education, the time and location of meetings may be changed. Additional meetings may be called with notice given as soon as is practical in accordance with law.

The Board of Education generally conducts two (2) meetings per month. The first meeting of the month is a work session meeting of the Board of Education. Members of the public are not permitted to address questions or concerns at the Board of Education's work session meeting. The second meeting of the month is the Board of Education's business meeting. At the Board of Education's business meeting, residents of the School District may address any questions or concerns prior to convening the business portion of the meeting. At business meetings, the residents of the School District may speak on matters which are listed on the agenda prior to the completion of the business portion of the meeting. Moreover, the President of the Board of Education may, following a report on a major curricula or administrative matter, call for brief public comment.

In the event that a meeting date falls on a legal holiday, interferes with other area meetings, or there is an inability to attend the meeting by Board of Education members to the extent that a quorum would not be present, the regularly scheduled meeting shall be postponed and the Board of Education shall select a date for rescheduling the meeting. The District Clerk shall notify all members of the Board of Education of the rescheduled date for the meeting.

All meetings of the Board of Education are open to the public and representatives of the media.

Agenda for the Board of Education's Business Meeting

The Superintendent of Schools, after consulting with the Board of Education President, will prepare the agenda for all Board of Education meetings. Future agenda items may be suggested by a Board of Education member or the Superintendent of Schools.

The agenda, together with supporting materials, will be distributed to Board of Education members by the Friday preceding the scheduled meeting, if possible. The agenda and appropriate materials will also be made available, to the extent practical, on the School District's website. Whenever the Board of Education President or other members of the Board of Education wish to bring a matter to the attention of the Board of Education, such request should be made to the Board of Education President so that the same can be placed on the agenda.

Whenever individuals or groups wish to bring a matter to the attention of the Board of Education, such request shall be addressed in writing to the Superintendent of Schools. The Superintendent

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of Schools shall then present such matter to the Board of Education President so that the same can be placed on the agenda.

The agenda for all meetings of the Board of Education shall include a report by the District Clerk regarding correspondence which has been received. Correspondence read shall include letters directed to the Board of Education or specific Board of Education members or letters to the Superintendent of Schools that are copied to the Board of Education. Anonymous correspondence will not be acknowledged on the agenda. Advertisements and correspondence of a general nature shall be shared with the Board of Education but shall not be listed on the agenda.

The President of the Board of Education will exercise discretion in determining whether to read the entire correspondence, or parts thereof, or to provide a synopsis of the correspondence.

The agenda for the Board of Education's business meeting shall include routine business items upon which the Board of Education must act, items to keep the Board of Education advised of matters of broad School District-wide importance, and any other items that involve the legislative function of the School District.

Items of business may be suggested by Board of Education members, the Superintendent of Schools and their staff. Items of business may not be suggested from the floor for discussion and/or action at that same meeting except at the discretion of the Board President or a majority of the Board of Education.

Items selected for the agenda shall include those for long range planning as well as for the immediate needs of the school system.

III. SPECIAL MEETINGS

Special Meetings of the Board of Education are meetings with a limited agenda. Some special meetings may be scheduled long in advance, while others may need to be convened at short notice. Special meetings of the Board of Education may be called by the Board of Education President; by a Trustee of the Board of Education; or upon the request of the Superintendent of Schools when the issue to be discussed cannot await discussion at the next regularly scheduled business or work session meeting of the Board of Education. The Board of Education will endeavor to hold the special meeting as soon as practicable. The business to be transacted shall be clearly stated in the agenda and no other business shall be considered unless all members of the Board of Education are present and agree.

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Agenda for a Special Meeting

The limited agenda for a special meeting shall be determined at the time the meeting is decided upon and shall contain such items as then specified. The items on the limited agenda for a Special Meeting shall be listed in the Meeting Notice.

IV. PUBLIC HEARINGS

Public Hearings will occasionally be scheduled for receiving community input regarding an issue under consideration by the Board of Education. No action will be taken at a public hearing, although action could be taken at the Board of Education's work session, business meeting or a special Meeting of the Board of Education, convened immediately following the Public Hearing.

Agenda for a Public Hearing

The agenda for a public hearing shall contain discussion only of those items identified at the time the meeting was decided upon. The items on the agenda for a public hearing shall be listed in the Meeting Notice.

V. OPEN MEETINGS LAW

All meetings of the Board of Education shall be conducted pursuant to law. Meetings of the Board of Education shall be open to the public, except that the Board of Education may hold executive sessions in accordance with law.

Executive Sessions, which are permissible for a limited number of specific purposes, are closed to the public and to representatives of the media. The Board of Education reserves the right to invite guests to attend these meetings.

VI. MEETING NOTICES

BOARD OF EDUCATION MEMBERS

Pursuant to the Open Meetings Law, notice of the time and place of meetings of the Board of Education scheduled at least one (1) week prior to the meeting, will be available to the public and news media at least seventy-two (72) hours before the meeting. Records to be discussed at a meeting including the agenda will be made available to members of the public who request copies and posted on the School District's website, to the extent practicable, at least 24 hours prior to the meeting.

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Public notice of the time and place of all other meetings of the Board of Education and committees of the Board of Education (not scheduled at least one (1) week in advance) will be given, to the extent practicable, to the public and news media and posted on the School District's website at a reasonable time prior to the meeting.

If a member of the Board of Education will be participating by videoconference as permitted by the Open Meetings Law, the public notice for the meeting will inform the public that videoconferencing will be used, identify the locations for the meeting and state that the public has the right to attend the meeting at any of the identified locations.

If a meeting of a committee of the Board of Education, which is composed of both Board of Education and non-Board of Education members, includes a number of Board of Education members sufficient to be a quorum of the Board of Education itself, that meeting is subject to the Opening Meetings Law. Such meetings will be posted in accordance with Paragraphs 1 and 2 above.

Notice of the date, time, and place of every Board of Education Meeting shall be given to all Board of Education members by the District Clerk or President not less than twenty-four (24) hours before the meeting; but such notice may be waived by any member, either in writing or by their attendance at the meeting.

THE COMMUNITY

All meeting notices shall be developed by the District Clerk or their designee and posted at the School District's Administrative Offices and on the School District's website. The District Clerk will forward a schedule of the meetings of the year to the official School District newspaper.

VII. QUORUM

Four (4) members shall constitute a quorum at any meeting of the Board of Education. If a quorum is not present within twenty (20) minutes after the time set for a meeting, the members then in attendance may adjourn, either without setting a date, or setting a date before the next scheduled meeting. If a date is set, then a Meeting Notice will be issued in accordance with this policy.

VIII. DETERMINATION OF, AND PREPARATION OF, AGENDAS FOR MEETINGS

The "agenda" for a meeting of the Board of Education is the list of items to be discussed at that meeting. The planning and development of the agenda for a Board of Education meeting is the responsibility of the Superintendent of Schools in consultation with the Board of Education

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President and Vice President, if available. The preparation of, and distribution of, the agenda is the responsibility of the District Clerk.

IX. DISTRIBUTION OF THE MEETING AGENDAS

The agenda packet shall include these items:

- a meeting notice announcing the date, time, and location of the meeting.
- an agenda, listing the order of business of the meeting.
- background materials, when the Superintendent of Schools decides that clarification is necessary or desirable.

The agenda packet shall be transmitted to Board of Education members prior to the meeting unless otherwise agreed upon by the Superintendent of Schools and the Board of Education President. It is expected that each member of the Board of Education will be prepared by the meeting to discuss and to act on each item on the agenda. If any Board of Education member has a question or requires additional information on any agenda item, the Superintendent of Schools should be advised by the President at a reasonable time before the meeting so that all desired information can be available by the meeting.

The agenda will be available on the School District's website, to the extent practical, for the public to view before the meeting.

X. PROCEDURES AND VOTING AT MEETINGS

GENERAL

Robert's Revised Rules of Order shall be the guide for the Board of Education in deciding questions of Parliamentary Procedure not expressly provided for.

VOTING AND MOTIONS AT BOARD OF EDUCATION MEETINGS

In all matters, whether procedural or substantive, a majority vote of four (4) votes shall be required to pass a motion.

Board of Education members are requested to vote "Yes" or "No" on all matters except in cases of conflict of interests.

A Board of Education member may request that a complex motion be subdivided, enabling him/her to vote "Yes" on some parts and "No" on others.

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An abstention will indicate conflict of interest, an ethical or moral dilemma unresolved by division of the questions or other reason personal to the Board of Education member abstaining. An abstention will count as a "No" vote in a tie-breaking situation, unless it is a conflict of interest situation where it will not be counted.

Ordinarily, voting shall be by hand vote, with the result to be determined by the President. At the discretion of the Board of Education President, or by request of any Board of Education member, a roll call vote shall be taken, the vote of each member to be recorded in the minutes of the meeting. On a roll call vote, the Board of Education President shall vote.

XI. PUBLIC PARTICIPATION AND INPUT AT BOARD OF EDUCATION MEETINGS

The Board of Education, as a representative body of the School District, wishes to provide an avenue for residents of the School District to express their interests and concerns for the schools. Accordingly, the Board of Education cordially invites the public to attend and encourages the public to participate at its regularly scheduled business meeting.

GENERAL OVERVIEW

The Board of Education recognizes its responsibility to conduct the business of the School District in an orderly and efficient manner and will, therefore, require reasonable controls to regulate public presentations to the Board of Education. This section of the policy is developed to provide general guidelines for procedures at the meetings; however, the President of the Board of Education is ultimately responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the equitability of time for making particular points. The Board of Education as a whole shall have the final authority for deciding the appropriateness of all such rulings.

BRINGING NEW ISSUES TO THE BOARD OF EDUCATION

Occasionally, residents might wish to bring to the Board of Education an issue that is not under active consideration by the Board of Education. Because almost every issue brought by residents before the Board of Education will involve either School District operation or Board of Education policy, residents are asked to advise the Superintendent of Schools or their designee of their concerns and questions before coming to the Board of Education.

PERSONS ELIGIBLE TO SPEAK BEFORE THE BOARD OF EDUCATION

The following people are eligible to address the Board of Education, in accordance with the rules established herein:

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1. All residents of the School District, including students enrolled in School District schools; and
2. Any other person, if authorized by a majority vote of the Board of Education.

PROCEDURE FOR ADDRESSING THE BOARD OF EDUCATION

In keeping with its philosophy of open communication and informed decision making, the Board of Education welcomes input from the residents of the School District. However, it is important to note that while the Board of Education meets in public, it is not a meeting of the public. Accordingly, the Board of Education reserves the right to limit the time set aside for public comment. Respectful input and behavior by residents of the School District is appropriate and expected at all times. We ask all guests and attendees to be mindful of appropriate behavior and observe the following rules at Board of Education Meetings.

- Speakers must wait until they are recognized by the Board of Education President before speaking.
- The President reserves the right to ask an individual who is rude, disrespectful and/or disruptive to not continue their comments.
- Debate between members of the audience and/or Board of Education members is inappropriate and will not be permitted.
- The Board of Education will not permit discussion involving individual district personnel, students or community members. Persons wishing to discuss matters involving individual district personnel or students should contact the Superintendent during regular business hours.
- Individuals or groups deemed to be taking an inordinate amount of time will also not be allowed. Time limits may be imposed on all discussions to facilitate the Board of Education's ability to tend to its agenda. Speakers shall identify themselves or the group they represent along with the item they wish to discuss.
- Unruly or disruptive members of the audience of a meeting of the Board of Education may be removed at the discretion of the President.

The Board of Education welcomes comments and questions from residents of the School District. Accordingly, the Board of Education generally provides those present at meetings of the Board of Education with an opportunity to address the Board of Education and make statements and/or

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ask questions. The Board of Education makes no representation regarding the validity or accuracy of such statements and cannot be responsible therefor. In addition, any such statements do not necessarily reflect the position of the Board of Education and shall not be regarded as representative of the Board of Education's views.

Being Recognized

Any resident of the School District wishing to speak during the public comment periods of the Board of Education's business meeting shall make a request to speak in accordance with the procedures established by the Board of Education and shall wait to be recognized by the President of the Board of Education. When it is evident that several people may wish to speak on a topic, such as at a hearing, the Board of Education reserves the right to request that comments are consolidated.

Identification

Upon being recognized by the President, the person wishing to speak shall identify themselves and shall provide, as requested by the Board of Education President, any information relating to his/her eligibility to address the Board of Education.

Time Limit

The normal time limit allotted for individual speakers shall be three (3) minutes. The Board of Education may, in its discretion, decrease or increase the time allotted for individual speakers.

CERTAIN REMARKS OUT OF ORDER

Charges and Complaints. No person shall present orally, or discuss at any Board of Education meeting, charges or complaints against individual employees, directly or indirectly.

XII. MINUTES

Minutes of all meetings of the Board of Education shall be recorded in accordance with the provisions of the Public Officers Law. The minutes of Board of Education meetings shall be as brief as possible and record all action taken by the Board of Education, including the votes of individual members if the decision is not unanimous. The Superintendent of Schools or their designee and Board of Education President shall review the final draft of the minutes to ensure that all necessary items have been included and that the draft is concise and fair.

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The format and style of the minutes shall follow the pattern of the agenda for the meeting. Each item of business shall be numbered for easy reference.

The minutes shall be delivered to Board of Education members within fourteen (14) calendar days after the meeting and shall be corrected as necessary and adopted by the Board of Education at the next Board of Education business meeting.

When minutes are prepared for Board of Education review, but not yet acted upon by the Board of Education, they shall be considered as "unofficial" minutes.

Unofficial minutes will be included as part of the agenda packet for the Board of Education's business meeting at which they will be considered for adoption by the Board of Education.

After adoption, the minutes shall be maintained as official Board of Education records in accordance with law. In addition, official minutes shall be posted on the School District website. As official records of the Board of Education, the minutes shall reflect the dignity and professionalism of the Board of Education.

Ref: Public Officers Law §100 *et seq*
Education Law § 1707 *et seq*

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